



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 09–21, Bargaining Unit Status (BUS) Code Conversion Initiative

Date: September 24, 2009

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to announce that effective Pay Period 20, 2009, (September 27, 2009, through October 10, 2009), the National Finance Center (NFC) will make the necessary changes to accommodate the Office of Personnel Management (OPM) Bargaining Unit Status Conversion Initiative. The NFC Payroll/Personnel System (PPS), Position Management System (PMSO), and *EmpowHR* will be modified for this conversion.

Nature of Action Code (NOAC) 903, Chg In Non CPDF Data Element, will be generated by NFC in order to convert the old BUS codes to the new BUS codes for active, inactive, and vacant positions in PPS using data provided by OPM and agencies. The following information will be associated with NOAC 903:

- Effective date of September 27, 2009
- Authentication date of January 4, 2009
- Authority code of 9BS OPM Memo Dtd 1/14/08
- Remark code 1BC

Form SF-50B, Notification of Personnel Action, will not be generated for these changes. The personnel actions will be used by NFC in order to document PPS changes only. Also, Form SF-50B will not be sent to OPM.

NFC will not modify the following personnel records:

- Records already updated with the new codes.
- PMSO records containing BUS codes 7777 or 8888. **Note:** If the corresponding salary record has a different BUS code, the personnel action will not be generated, and the BUS code will not be updated in PMSO.

Agencies entering documents via an agency Front-End System Interface (FESI) will receive NOAC 903 personnel actions via their normal process. These agencies must update position records accordingly.

**Note:** Positions created on and/or after Pay Period 20, 2009, should be processed using the new BUS codes. It is extremely important that agencies ensure the accuracy of the codes and begin using the new codes immediately.

Please refer questions about BUS codes to the Payroll/Personnel Call Center at **504-255-4630**.

*Candace R. Litart* for

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